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## On-Site Administration: Office Equipment Maintenance Procedure

### I. Purpose:

This document describes the procedures for maintaining the office equipment at the TWP sites.

### II. Cautions and Hazards:

- Office equipment must be clean and free of dust.

### III. Requirements:

- Cotton swabs or paper towels.
- Water.
- HP OFFICEJET LX ink cartridge.
- LaserJet printer cartridge.

### IV. Procedure:

#### A. HP OFFICEJET LX Fax/Copier:

1. If the HP OfficeJet LX fax/copy machine is printing blurred, very light, or difficult to read copies, try the following cleaning procedure before replacing the print cartridge.
2. Open the top covers of the HP OfficeJet LX fax/copy machine.
3. Pull the ink cartridge out of the fax/copy machine.
4. Dampen a clean cotton swab or paper towel.
5. Gently rub the wet swab or paper towel across the area on the bottom of the cartridge where the ink is dispensed.
6. Continue rubbing gently with the swab or towel until the ink begins to flow again.
7. If the cartridge is more than  $\frac{1}{4}$  full of ink [how can they *tell* how much ink is left?], put the ink cartridge back into the fax/copy machine.
8. If the Fax/ Copier machine still does not print readable copies after cleaning (steps 3-7), install a new ink cartridge. Put the used cartridge in the trash.
9. If the cartridge is  $\frac{1}{4}$  full or less, install a new HP OFFICEJET LX ink cartridge. Put the used cartridge in the trash.

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**B. Laser Jet Printer:**

1. If the LaserJet Printer is printing very light copies, turn the printer power switch off.
2. Open the top cover of the printer.
3. Remove the printer cartridge and shake it a few times.
4. Reinstall the cartridge in the printer.
5. Close the cover and turn on the power switch.
6. Print a sample page.
7. If the copies are still very light and difficult to read, follow steps 1-3.
8. Install a new printer cartridge. Put the used cartridge in the trash. [do *they* have to return them to the company like we do here?]
9. Repeat step 5.

**C. Personal Computers:**

1. If the personal computers malfunction, send a message to TWPPPO using the Site Data Log General Report format (see PRO(ARCS)-016).
2. Check the Owners Manual if you have questions.

**V. References:**

1. Owner's Manual

**VI. Attachments:**

None.